Trade Show Logistics Planning Template

Event Details

Trade Show Name	
Venue/Location	
Date(s)	
Booth Number/Location	
Contact Person	

Exhibitor Team

Name	Role	Contact

Shipping & Logistics

Item/Material	Shipped Via	Tracking/Ref #	Ship Date	Delivery Date

Booth Setup Needs

Item/Service	Vendor/Contact	Status	Notes
		Pending ▼	
		Pending ▼	

On-site Contacts

Organization	Contact Name	Phone/Email	Notes

General Notes